



CHARITABLE GAMING BULLETIN - 2007 - NO. 2
JANUARY 30, 2007

TO: Volunteer Fire Departments, Volunteer Rescue Squads and their Auxiliary Units

FROM: Harry Durham, Interim Director

SUBJECT: Fourth Quarter and 2006 Annual Financial Reports

As a follow up to our memorandum of December 19, 2006 regarding the changes to the Charitable Gaming Statutes §18.2-340.15 *et seq* which became effective on July 1, 2006, this serves as a reminder that Volunteer Fire Departments, Rescue Squads and their Auxiliary Units are required to file a report for each calendar quarter and an annual report for each calendar year on a form prescribed by the Department.

Your “Quarterly Report” for October 1, 2006 through December 31, 2006, is due on or before March 1, 2007. Your “Annual Financial Report”, for Calendar Year 2006, is due on or before March 15, 2007.

Volunteer fire departments, rescue squads and their auxiliary units continue to be exempt from the payment of application and audit and administration fees (§ 18.2-340.23), but will be **responsible for the payment of a penalty fee of \$25.00 per day for each day the reports are late (§ 18.2-340.30).**

Calendar Year 2006 is the first year for which you are required to file the “Annual Financial Report”. Because the statute went into effect two quarters after this financial reporting period had begun, the Department wants to work with you to ensure that your Organization is in compliance for the Calendar Year 2006 reporting period.

FOR CALENDAR YEAR 2006 ONLY, YOU ARE REQUIRED TO COMPLETE ONLY THE FOLLOWING ON THE ENCLOSED “ANNUAL FINANCIAL REPORT” AND SUBMIT IT ON OR BEFORE THE DUE DATE OF MARCH 15, 2007:

Part I - Receipts

- Complete the “Organization Information” section
- Complete Part I – Receipts section – lines 8, 9, and 10

Part 2 -Expenses

- Complete line 21-D

Part 4 – Cash Reconciliation

- Complete line 31-D

Part 6A, Part 6B and Part 6C – Supplies, Instant Bingo and Bingo Paper Inventory

- Complete each of these sections

Acknowledgement

- Have the President sign, date, and mail the report.

FOR CALENDAR YEAR 2007, YOU WILL BE REQUIRED TO COMPLETE THE ENTIRE ANNUAL REPORT.

We encourage your Organization to register for and take advantage of submitting your reports online. As you electronically submit your quarterly reports throughout Calendar Year 2007, the majority of your 2007 "Annual Financial Report" will be completed and you will only need to add a couple of lines of information to submit the 2007 annual report.

Enclosed are copies of the "Annual Financial Report" form, instructions for completing the form, a form to request Authorization to file reports electronically, and a schedule of report due dates. You can also find these forms on our website www.dcg.virginia.gov.

If you have questions or you do not have access to a computer and need additional copies of the forms, please call Mr. Wayne Matthews at 804-786-3022.

Sincerely,

Harry M. Durham
Interim Director

C: USPS
Website